



OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AND STUDENT AFFAIRS

CALL FOR APPLICATIONS: ERASMUS+ KA171 STAFF MOBILITY (ADMINISTRATIVE STAFF)

Partnership with the University of Alcalá (UAH), Spain)

Amref International University (AMIU) invites applications from **administrative and support staff** for participation in the **Erasmus+ KA171 Mobility Programme** in partnership with the **University of Alcalá (UAH), Spain**.

This initiative aims to enhance staff development, promote exchange of best practices, and strengthen AMIU's international engagement.

1. Overview

Eligible administrative staff will participate in:

- The **UAH International Staff Week**, provisionally scheduled for **May-July 2026**, involving participants from several partner universities worldwide.
- **Duration:** 5 working days (excluding travel days)
- **Location:** University of Alcalá (UAH), Alcalá de Henares, Spain

2. Eligibility Criteria

Applicants must:

- Be full-time administrative or support staff at AMIU.
- Demonstrate commitment to professional growth and institutional development.
- Have endorsement from their immediate supervisor.
- Show willingness to share knowledge and experiences upon return.

3. Required Application Documents

Applicants should submit the following:

1. Copy of valid passport (bio-data page).
2. Updated Curriculum Vitae (CV).
3. **Motivation Letter** (max. one page) outlining the purpose of the mobility, relevance to current role, and expected outcomes.
4. **Staff Mobility Agreement for Training (SMT)** signed by the applicant and home institution.



5. Applicant Information Table (as per UAH Erasmus+ manual).

All documents should be compiled into a single PDF file and submitted by email to:

✉ AmiuDvcaa@amref.ac.ke

Deadline for submission: 31st January 2026

4. Selection Criteria

Applications will be evaluated based on:

- Relevance of the proposed training to AMIU's operational or administrative priorities.
- Quality and clarity of the motivation letter.
- Potential institutional impact and alignment with Erasmus+ objectives.
- Gender balance and equitable departmental representation.

5. Funding and Support

Selected participants will receive an **Erasmus+ grant** covering:

- Travel costs (based on EU distance bands).
- Daily subsistence allowance for the mobility period.

All selected staff will be guided through the documentation process (grant agreement, insurance, attendance certificate, and post-mobility report) as outlined by UAH.

To learn more about the Erasmus+ Programme, visit:

🌐 <https://erasmus-plus.ec.europa.eu>

For inquiries:

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